

## 5.3 Human Resources Management

### Rationale

The purpose of this operational policy is to ensure the appointment and development of OMP Kaiako. OMP selects appropriately qualified and experienced Kaiako. Ongoing staff development is a vital part of our way of operating. OMP focuses on creating strong, reciprocal, open and healthy relationships with clear boundaries. Our Kaiako are role models for our children. OMP aims to be a good and fair employer.

[Link to OMP Value - Being Professional and ethical](#)

### Procedures

1. Kaiako selection and retention
  - All vacancies will be advertised. When candidates are interviewed they will be asked to complete an Application Form (copy attached) and the most suitable person appointed. All applications will be acknowledged.
  - The successful candidate will receive a formal job offer letter together with a job description and a contract that clearly state the terms and conditions which complies with legal requirements, including salaries and rights to professional development. The Contract also clearly state lines of responsibility (see attached copy of Employment Contract and Job Description)
  - All non-registered Kaiako will be police vetted.
2. All Kaiako will go through an induction process, designed to suit their position but including introduction to all other Kaiako, routines, equipment, health & safety routines, resources, children and families and policies and procedures. (See attached copy of Kaiako Induction Procedure and Kaiako Handbook)
3. Kaiako will have appraisals annually at which time professional development needs are identified and built into the budget.
4. OMP will pay Kaiako in accordance with Ministry of Education guidelines in relation to their qualifications and experience.
5. All Kaiako will be entitled to 4 weeks annual leave. Annual leave will be taken at times when OMP is closed. Other leave can be negotiated in term time but will be unpaid. Salary is paid over 52 weeks.
6. Paid sick leave will be 10 days, which Kaiako are eligible for after six months of service. However, we recognise that it is compulsory for Kaiako to stay home when contagious so more sick leave may be available in certain circumstances. Kaiako are entitled to bereavement/tangihanga leave as per their contracts. Other leave entitlements will be included in contracts.
7. All Kaiako records will be kept in Safetynest. The Directors of OMP will be the only people able to access Kaiako records and can only do so for the purpose of running OMP. Each Kaiako record will contain a copy of their job description, employment contract, professional qualification, Safety documentation checklist and Police check – if applicable. (see attached)
8. Bi-weekly Kaiako meetings will be used to ensure Kaiako receive education and support with issues, are up to date with sector information and professional development opportunities and to share learnings.
9. Kaiako are clearly informed about what counts as serious misconduct (e.g. arriving for work in an unfit state, hitting a child) and the consequences of serious misconduct.
10. There is a complaints process that all Kaiako are informed of. All Kaiako will have a fair hearing if any allegations are made against them.

Introduction date: May 2021	Review date: May 2022
Comments:	See reference below
Consultation undertaken:	Kaiako Meeting approval, uploaded to website for parent approval and comment.